

FIRST THINGS FIRST NOTICE OF RENEWAL CONSIDERATION

TO: First Things First Grantees

FROM: Jeanne Weeks
Grants and Contracts Procurement Specialist

RE: Renewal Information

DATE: March 2, 2011

Your current grant program is approaching renewal consideration from First Things First Gila Regional Partnership Council.

Receipt of this packet does not guarantee renewal of your agreement; it indicates that you are eligible for renewal consideration. First Things First may award programs based on a number of factors including past performance and response to this renewal package.

Should you be renewed, you will continue to be responsible for adherence to the terms and conditions as set forth in the original Request for Grant Application (RFGA) or grant agreement. This includes adherence to the appropriate standards of practice, program and financial requirements, and timely submission of data, narrative, and financial reports.

Attached please find the Renewal Package for First Things First Grant Programs. The Renewal Package Cover Page includes information on the following Attachments:

- **Attachment A** – Narrative response to First Things First questions related to implementation and data collection
- **Attachment B** – Implementation Plan
- **Attachment C** – Budget and Budget Narrative
- **Attachment D** – Key Personnel
- **Attachment E** – Disclosure of Other Funding
- **Attachment F** – Standard First Things First Information Form and Authorized Renewal Submission Signature

Once renewal applications are submitted and reviewed, recommendations for funding will be made to the Gila Regional Partnership Council and Board of First Things First. First Things First staff may contact you for clarifications prior to making recommendations to the Regional Partnership Council and/or Board of First Things First. Contracts will be in effect from July 1, 2011 through June 30, 2012. All other rules and regulations, and special terms and conditions from awarding RFGA or grant agreement will remain in effect for the contract period.

Renewal applications must be **received** by **March 25, 2011 by 3:00 pm** and submitted to me via email, by mail to 4000 N. Central Avenue, Suite 800, Phoenix, AZ 85012 or by fax (602)265-0009. Please contact me if you have any questions at jweeks@azftf.gov or by telephone at (602) 771-5084.

Thank you and I look forward to reviewing your renewal package.

First Things First

Grant Renewal Package Instructions

July 1, 2011 – June 30, 2012

Renewal Instructions

Your First Things First grant is eligible for a program renewal by extending the current grant award from July 1, 2011 through June 30, 2012. Programs proposed for 2011-2012 cannot be different in scope than the current grant award.

Grantee Name:	Gila County
First Things First Award Number:	FTF-RC004-10-0129-01-Y2
Strategy Name:	Developmental & Health Screening
Standards of Practiced Assigned:	<ul style="list-style-type: none">• SOP Developmental Screening Administration Practices• SOP Sensory Screening
Renewal Funding Eligible Amount:	\$56,650.00

The renewal package does include narrative information as well as required forms as outlined in the following attachment sections:

Program Implementation Narrative: (Attachment A) Please provide a narrative response to the questions found in this Attachment.

Program Implementation Plan: (Attachment Form B) Please provide an updated implementation plan for your program for 2011 - 2012. The implementation plan should be related to the originally approved program activities, tasks, data collection, data submission, and process. Please use any necessary narrative to further describe your program implementation (Question 2).

2011-2012 Budget Forms (Attachment C – must include line item budget and narrative):

- Line Item Budget Form
- Budget Narrative Explanation

Key Personnel/Staff Overview: (Attachment Form D) Please list all staff that will be paid from this grant program during the 2011-2012 grant cycle. This should match your line item budget and budget narrative. Submit resumes and/or staff change notification forms for new staff or those that have not yet been submitted to First Things First previously. The staff change notification form is located under the Grantee Resources folder on the PGMS home page.

Disclosure of Other Funding Sources (Attachment E) – List any other funding utilized for this program administered by your agency.

First Things First Standard Information and Authorized Signature (Attachment Form F): Please complete all three sections detailing:

- The legal applicant
- The main, program, financial and evaluation contact information – these contacts should be what you want identified for this grant award in First Things First's Partner Grant Management System (PGMS)
- The program **Target Service Unit(s)** assigned for the strategy assigned by First Things First

and your implementation **Target Service Number(s)** to be served/completed in 2011-2012 and any additional Target Service Units(s) and Number(s) needed for your program implementation for 2011 – 2012.

- The program description – brief summary to be used for public descriptions of First Things First funded programs
- Authorized Renewal Submission Signature

Standards of Practice Updates: Any updates to the Standards of Practice related to the scope of work for your award can be found when you log into Partners Grant Management System (PGMS) under Grantee Resources. Updated Standards of Practice are part of the requirements for the award and implementation of your grant program. Please take a moment to make sure you have reviewed the latest Standards of Practice. The Standards of Practice represent First Things First's intent for the implementation of this strategy. Grantees that cannot meet the identified standards must state so clearly in writing and justify the reasoning, and identify how the grantee is moving toward meeting the standard. First Things First will respond as to whether a waiver of any part of the Standards of Practice shall be approved.

Model Programs that Require Certification and Accreditation: It is the grantee's responsibility to maintain accreditation/certification with national program models. Grantees are to include staff training, program model accreditation/certification and quality assurance and evaluation costs in budgets, as needed. Programs will need to refer to their National office and/or administrative home for cost information, if applicable.

Compliance with State and Federal Law: As a reminder, all other state rules, regulations, and special terms and conditions will remain in effect for the contract period. This renewal application information becomes part of the agreement and expectations for program implementation and performance. A complete listing of the state uniform terms and conditions can be found via the State Procurement Office website at: http://spo.az.gov/Admin_Policy/SPM/Forms/default.asp. Additionally, First Things First will post any important grantee requirement and updated Communications Protocol information under the Grantee Resources section of PGMS.

Grantees must maintain compliance with the Federal Immigration and Nationality Act (FINA) and all other federal immigration laws and regulations related to the immigration status of its employees. These warranties shall remain in effect through the term of the agreement. Grantees will also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act for all employees performing work under the agreement. I-9 forms are available for download at USCIS.GOV.

First Things First may request verification for any Contractor or subcontractor performing work under the agreement. Should FTF suspect or find that a grantee is not in compliance with state or federal laws, First Things First may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the agreement for default and suspension and/or debarment of the grantee. All costs necessary to verify compliance are the responsibility of the grantee.

Data Security: All grantees must have a data security policy in force, which identifies how the organization ensures that data is protected in all its forms, during all phases of its life cycle, from inappropriate access, use, modification, disclosure, or destruction.

All grantees subject to HIPAA, FERPA, GITA, or other data regulation, are required to submit and maintain those approvals for all data. If HIPAA, FERPA or other data regulation requires that participating individuals give consent to data collection on their person and if in the course of regular

data submissions to FTF such data will be provided to FTF, submission of personal data to FTF must be reflected in all data regulation documents.

Program Performance: First Things First provides program information to the public, Regional Partnership Councils, and the Board of First Things First. The information regularly provided to the Regional Partnership Councils and Board of First Things First will include proposed renewal information, submission of data related to performance measures and target service units, prior program implementation performance information, program narrative information, and financial information. Regional Councils utilize this information as part of the elements necessary to continue strategic planning that is demonstrated in priorities for annual Funding Plans, renewal decisions, development of new or modified strategies, review of the impact that program implementation has had in the region and state as well as achievement of system building.

Renewal Package Due Date: Renewal Package must be *received* by **March 25, 2011 at 3:00 p.m.** and submitted via mail, fax or email to:

Jeanne Weeks
Grants and Contracts Procurement Specialist
jweeks@azftf.gov
(602) 771-5084
(602) 265-0009 (Fax)

Please contact your assigned Finance Division staff member if you have any questions about your Renewal Package.

Attachment A

Program Implementation Questions

Please provide a narrative response to the questions below. To ensure that you are not changing the scope of work of your original grant, you must use the same programs and/or strategies as described in your original proposal, unless you have obtained prior approval.

1. Because the Gila Regional Partnership Council has been funding this Strategy since October 2009 and is concerned about the limited children that have been screened by this grant, please provide a narrative response for the following:
 - a. Submit a comprehensive plan addressing specific outreach to recruit more families to conduct screenings and educate parents about the importance of routine screening as part of well child medical care.

Screenings are now being included as part of the Well Baby Clinic provided by the Health Department. We are planning and executing health fairs in the rural communities. We are meeting with doctors that serve the local hospitals and encouraging referrals for screenings. Screening clinics will be provided in each of the rural communities on a more consistent basis. The screening process will be offered in a mail-out format for individuals who can not attend a clinic or keep a screening appointment. We will be attempting to team with libraries to offer screens during existing story hour. The Community Health Assistant is currently working on building a Web-page to provide all necessary paperwork to clients electronically. The media campaign will consist of a paid block to entice parents to utilize the program and to educate on the importance of screenings. New and improved signage and handouts for parents and agencies will be created for disseminating at Health Fairs and community locations.

- b. Discuss the barriers to implementation of the program (including recruitment of children for comprehensive screening, referrals and follow-up process) and plans for how these barriers can be addressed in FY2012.

The barriers we are currently experiencing are parent and community interest. We will be providing additional parent education at health fairs, Web-based programming, and in the media in the form of newspaper articles and radio talk shows. We will be going to staff meetings for local physicians, and other social service agencies to educate them on the importance of the screening process. Parents are busy and have a hard time keeping scheduled appointments for screenings. The screening program is mobile and can be taken to parents in the form of home visits, meeting in other community locations and in combination with other early childhood events. We can also provide the developmental screenings through the mail so they can be completed when parents have time and returned at their convenience.

- c. Discuss efforts to expand recruitment of children for screenings to reach the proposed target of 250 children.

To expand the recruitment we will be attempting to team with libraries to offer screens during story hour. We will be offering screens through the mail. We will be increasing newspaper advertisements, and providing an educational piece in the paper to support the importance of screening. We are meeting with Community Agencies to increase the referral process. We are increasing the amount of clinics offered. We are teaming with services currently offered (such as

Well Baby) to include screens with these existing programs parents are participating in while being careful not to duplicate services. Our staff will be increasing the amount of hours worked to be more available on site to offer screening as needed on a walk in basis.

2. Based on data submitted, the number of vision, hearing, and developmental screenings completed remains at low in comparison to the target service numbers.
 - a. Please provide a brief narrative description of your proposed program changes for FY2012 and including a detailed plan, including any necessary changes to service delivery, to ensure FY2012 goals are met.

The Early Childhood Screening program only had a part-time employee at 20 hours per week to implement the program we are proposing to increase the employee to 30 hours a week to allow more time for development of the program. The program has been diligent in providing all four screening to all parents who participant in the program. Our plan is to offer the developmental screenings by mail and at health fairs and encourage parent to follow up at the local clinic for the hearing and vision screenings.

- b. Please include your plans for child referral and follow-up as well as a plan to insure children continue to receive screening at the appropriate intervals. This plan should include criteria based for referral (type, to whom, etc.) and follow-up of children based on scores and age of the child.

The program currently only screens children once for developmental delays using the Ages and Stages Questionnaire tool the children either score above the cutoff or below the cutoff. The assessments which are below the cutoff are referred to AZEIP, the Developmental Learning Center or the pre-school in their school district. We have had children who have scored in the monitoring zone near the cutoff area and are provided with the option of referrals to the early intervention programs and are given tools to work with their child on the areas which they scored low. In order to educate the community and parents on the importance of developmental screening we are going to re-screen the children who score in the monitoring zone at the next appropriate interval. The anticipated outcome is that parents will have their children screened on a regular basis to ensure continued age appropriate development. When this becomes the norm we believe parents will educate other parents on the importance of screening. We currently re-screen for hearing on all children who do not pass the hearing test. Referrals are made to the child's Primary Care Physician. All screenings are sent to the primary care physicians at the request of the parent regardless of the outcome.

3. Please describe your planned efforts to avoid duplication of services provided by other agencies such as DES/AZEIP, school districts, DES/DDD and medical providers. Include a plan for improving coordination and collaboration with Child Find efforts in the community.

We have developed a comprehensive demographic sheet which asks if the child has been previously screened by any agencies. We currently co-facilitate the Early Childhood Network monthly meetings in Globe/Miami and Hayden/Winkelman areas. We are going to re-establish the Payson Early Childhood Network monthly meetings. We have met with most of the agencies that provide service to birth to five children. Initially we sent out letter to all the agencies that provide service to the target population and we plan to send a follow-up letter for referral and outreach. There have not been child find events in our County for several years. In order to address the goals of child finds the early Childhood Network teams have planned and implemented child health fairs. The health fairs we are planning are inclusive of all agencies that would like to participate and we are hoping to develop positive relationships to improve collaborative efforts.

4. Please describe current and ongoing plans for data collection and submission, including how your program is using data to promote optimal service and ongoing improvement.
 - a. Please provide the total unduplicated number of children that received one or more screenings by quarter.

July 1, 2010 – September 30, 2010 total number of unduplicated children that received screenings-30

October 1, 2010- December 31, 2010 total number of unduplicated children that received screenings-10

January 1, 2011 to current total number of unduplicated children that received screenings-15
The Community Health Assistant has been working on the mail-out process and currently has mailed 35 interested participants a screening packet to complete and return in a stamped self addressed envelope. She plans to email current Gila County employees (600 employees) to encourage participation in program and also use as outreach awareness.

We have created an Exit Interview Summary Sheet which documents all children, their age, zip code, screenings completed, results of the screenings, if insurance assistance is needed, verification the file was copied and sent to the primary care physician and if a re-screen is needed and the documentation of referrals. The Program Manager reviews all exit Interview Summary Sheets and input all necessary fields in the PGMS system quarterly.

The Division of Health and Emergency Services provides satisfaction surveys to the public for all services rendered. Quarterly the satisfaction surveys are reviewed by the Deputy Director of each section. The Early Childhood Screening program is under the Prevention Section. The program also provides a survey to each participant to complete and return for review. The satisfaction surveys provide insight for program review and changes. The Program Manager and the Community Health Assistant review satisfaction surveys to make necessary and or appropriate changes to the program implementation.

On a weekly basis the Program Manager and the Community Health Assistant meet to plan new innovative ideas for outreach and promotion of the program and to discuss what ideas are working and what needs improvement.

5. All First Thing First grantees implementing a Developmental Screening must meet the requirements outlined in the Developmental Screening Administration Standards of Practice and the Sensory Screening Standards of Practice. Please describe plans, including any necessary changes to service delivery, to ensure that these requirements will be met for SFY2012 implementation.

No changes will be made to the existing program. We are currently in compliance with the SOP for Sensory and the SOP for Developmental Screening.

6. Because staffing/hiring staff was a barrier to full implementation of the program, what plans do you have in place to overcome that/those barriers in SFY2012 implementation? Include how you plan to meet staffing requirements to insure that you reach your target service numbers.

In December 2010 a new staff member Nancy Mach was hired. She plans to stay with the program indefinitely and is excited to expand the program. We have increased her hours from 20 to 30 so she is more readily available to complete screens on a walk in basis, and complete more clinics.

Attachment B

2011 – 2012 Implementation Plan

Activities	Task	Person Responsible	Date Task Will Be Completed/Timeline	Support Documentation
Preparation	Maintain equipment and supplies for vision, hearing and developmental assessments	Program Manager	Ongoing	Purchase Orders Invoices
	Inventory and purchase Incentives	Community Health Worker	Ongoing	Invoices
	Purchase office supplies to maintain media campaign	Community Health Worker Program Manager	Ongoing	Invoices
Training	Continuing education on early childhood development	Community Health Worker Program Manager	Ongoing	Agendas Conference Brochures Class objectives
Coordination	Contact schools to schedule dates to provide screenings	Community Health Worker	Ongoing	Schedule of clinics
	Contact libraries to schedule dates to provide screenings	Community Health Worker	Ongoing	Schedule of clinics
	Early Childhood Network Meetings	Community Health Worker Program Manager	Ongoing	Sign in sheets Agenda
Outreach	Distribute flyers, media announcements and emails	Community Health Worker Program Manager	Ongoing	Flyers Copy of newspaper articles Copy of email blasts
	Clinic Flyer postings, media announcements in local papers, radio and emails to other agencies	Community Health Worker	Fifteen days prior to event	Flyers Copy of newspaper articles Copy of email blasts
Implementation	Provide screenings: clinics, walk-ins, Home visits, mail outs, community events	Screeners	Ongoing	Sign in sheets Flyers Exit summary sheets

	Ensure paperwork is complete and accurate	Program Manager	Ongoing	Paperwork filed In case file
Follow-up	If second screen is needed they will be scheduled	Screeners Program Manager	Within fifteen days of the screening	Screening result form Case record history
	Appropriate referrals	Screeners Program Manager	Within one month of original screen	Referral paperwork Case record history
	Forward case file to Primary Care Physician	Community Health Assistant	Within one month	Exit Summary Sheet Case record history
Evaluation	Review evaluations	Program Manager Community Health Assistant	Quarterly	Satisfaction surveys
Reporting	Provide report to State FTF, Gila Regional Partnership Council and Gila County	Program Manger	Quarterly	Exit Summary Sheets Satisfaction Surveys Copies of all outreach, meetings, presentations of program

Attachment C

STANDARD LINE ITEM BUDGET INSTRUCTIONS

While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. **Limit** your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e., Sub grants), Other Operating Expenses and Administrative/Indirect Costs and to the budget subcategories listed.

As shown, a line item budget justification for each component must be included and describe the procedure for determining the cost of budget categories in the budget narrative. Detail in the line item budget narrative strengthens the items requested in the line item budget by describing how the cost was determined, the benefit of the item to the program and the how the item is essential for the program's success.

Please keep in mind that requested funds must follow the original scope of work and must follow the basic guidelines for grantees related to allowability of costs that demonstrate reasonableness for the project and are necessary for the successful implementation of the program. Items described in a line item budget and in more detail in the budget narrative should describe how the costs were determined and the public purpose for the cost related to the project's implementation. Please assure that all requested funds follow these guidelines:

- Be necessary and reasonable for proper and efficient performance and administration of First Things First funds.
- Be authorized or not prohibited under State or local laws or regulations.
- Be consistent with policies, regulations, and procedures that apply uniformly to all costs charged and expended by the agency – consistent treatment of costs.
 - For example – a cost may not be assigned to another grant award as an indirect cost if any other cost incurred for the same purposes in like circumstances has been allocated to the First Things First award as a direct cost.
 - For example – a cost for a certain type of expense is charged one rate to another source of funding and a different rate to First Things First.
- Be determined in accordance with generally accepted accounting principles.
- Be adequately documented.

Attachment C – Line Item Budget

Budget Period: July 1, 2011 – June 30, 2012

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$30,949.61
Salaries	Program Manager 25% Community Health Assistant 75% Accounting Clerk 10%	\$11,336.00 \$16,613.61 \$ 3,000.00	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$13019.15
Fringe Benefits or Other ERE	Program Manager 25% Community Health Assistant 75% Accounting Clerk 10%	\$2,011.57 \$10,107.22 \$ 900.36	
PROFESSIONAL AND OUTSIDE SERVICES		Professional and Outside Services Sub Total	\$0
Contracted Services	N/A		
TRAVEL		Travel Sub Total	\$1,112.00
In-State Travel Out of State Travel	Mileage/per diem/Hotel	\$1,112.00	
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$0
Subgrants or Subcontracts to organizations/agencies/entities			
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$6419.24
<ul style="list-style-type: none"> • Telephones/Communications Services • Internet Access • General Office Supplies • Food • Rent/Occupancy • Evaluation (non-contracted and non-personnel expenses) • Utilities • Furniture • Postage • Software (including IT supplies) • Dues/Subscriptions • Advertising • Printing/Copying • Equipment Maintenance • Professional Development/Staff Training • Conference Workshops/ Training Fees for Staff • Insurance • Program Materials • Program Supplies • Scholarships • Program Incentives 	Staff Cell Phone File Folders, paper, ink, ect. Health Snacks 8 x \$50.00 Postage Advertising-Printed Outreach Printing Calibrate Machine College courses 1 Staff x 4 trainings Brochures and handouts Ear plugs and alcohol wipes Educational incentives	\$ 840.00 \$1,000.00 \$ 400.00 \$ 229.24 \$ 250.00 \$ 200.00 \$ 300.00 \$ 600.00 \$ 400.00 \$ 200.00 \$ 300.00 \$1,700.00	
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$0
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:			\$
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	\$5150.00
Indirect/Admin Costs		\$5150.00	
Total		\$	\$56650.00



Attachment C (Continued)

BUDGET NARRATIVE EXPLANATION

Gila County Early Childhood Screening Program 2010-2011 Solicitation #: FTFRC004-10-0129-01

Personnel

Paula Horn is the Program Manager. She oversees all the Maternal and Child Health Programs and will be spending 25% of her time on the proposed program for the 12-month grant cycle to include attending program related meetings and training. She will provide assistance with purchasing, coordination and outreach of the program. The program manager will also be responsible for the quality assurance, and staff supervision of the program. The manager's salary will total \$11,336.00. The position of Community Health Assistant is a part-time position (75%) filled by Nancy Mach. She is responsible for daily oversight of program implementation for the twelve month grant cycle. She will provide screenings and follow-up for participants. She will be responsible for outreach, media campaign and coordination with other agencies. The community health assistant's salary will total \$16,613.61. Renee Omstead is the accounting clerk. She will provide all the billing and fiscal management for the program. Each program who utilizes the clerk is responsible to pay \$3,000.00 to cover her salary. Four staff nurses and an administrative clerk senior will be providing screenings with no charge to the program. We will have Carolyn Haro, BSW on staff for any consultation as needed with no charge to the program.

Fringe Benefits

The approved fringe benefits for all Gila County employees include: Arizona Retirement, Medicare, Social Security, Arizona Unemployment, Worker's Compensation, and health insurance. The program manager's portion will total \$2,011.57. The community health assistant's portion will total \$10,107.22. The Accounting Clerk position will total \$900.36.

Travel Expenses

The Community Health Assistant is required to attend a Gila Regional Partnership Council meeting every three months. Program travel for the manager and community health assistant is necessary in the successful implementation of the program including outreach, recruiting participants, coordination with local agencies and program implementation. We have estimated mileage to be 100 miles per month at .51 per mile total \$612.00. Per Diem per County Guidelines includes hotel (\$100/day) and food (\$25.00/day) for four overnight trips to screening sites and workshops. This totals \$500. Total travel expense will be 1,112.00.

Other Operating Expenses

One staff cell smart phone to enable access to e-mails and appointments is \$840.00. General office supplies include client file folders, paper, ink, and use of copier to duplicate standard forms and letters for a total of \$1,000. \$400.00 is budgeted to provide healthy snacks for the children while they wait to be screened. Postage was estimated based on the past year to be \$229.24. Advertising will include newspaper articles and radio announcements and actual purchased advertising in newspapers for a total of \$250.00. Outside printing covers business

cards, tear-offs, and a banner for \$200.00. Equipment maintenance covers calibration of current equipment for a total of \$300.00. Community Health Assistant will be taking college courses in early childhood development to enhance current education. Conference and workshops covers a staff member to attend a conference related to early childhood development for a total of \$400.00. Educational brochures and materials to parents on developmental growth will be purchased in the amount of \$200.00. Program supplies consist of various size probe covers, label tape, ink jets, disinfecting wipes and all items needed to perform screenings for a total of \$300.00. Program incentives include books and educational prizes to be used as incentives to draw individuals to come to the screenings for \$1,700.00. This brings other operating expenses to a grand total of \$6,419.24.

Indirect costs

As a Gila County employee there are indirect costs for personnel paperwork, finance, mail routing, and support staff which will be budgeted in the amount of \$5,150.00 per year. This reflects 10% of direct expenses.

Attachment D

KEY PERSONNEL OVERVIEW

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Paula Horn Title: Program Manager FTE on this project: 25%	Supervisor for over seventeen years Trained in ASQ 3, ASQ SE, OAE hearing certification College CDA classes; Ages/Stages: Prenatal-Toddler, Support Growth/EDU of Parents, Enhance Family Involvement. Program Manager of Health programs for over seven years Several trainings in Maternal and Child Health such as infant brain development, domestic violence, nutrition, breastfeeding counselor, shaken baby syndrome, Safe Home Safe Child, pregnancy testing/counseling, preconception/interconception care, car seat technician, CPR/First Aid/AED instructor.
Name: Nancy Mach Title: Community Health Asst. FTE on this project: 75%	Trained in ASQ 3, ASQ SE, OAE hearing certification
Name: Renee Omstead Title: Accounting Clerk FTE on this project: 10%	Employed with Fiscal for over six months. Core fiscal training. Provide billing for all grants in the Health Department
Name: Lorraine Dalrymple Title: Public Health Nurse FTE on this project: 2%	Registered Nurse OAE hearing certification Child Care Health Consultant Certification Staff RN-Pediatrics
Name: Michelle Craft Title: Public Health Nurse FTE on this project: 2%	Registered Nurse OAE hearing certification Child Care Health Consultant Certification
Name: Lucinda Campbell Title: Public Health Nurse FTE on this project: 2%	Registered Nurse OAE hearing certification Child Care Health Consultant Certification
Name: Virginia Scales Title: Public Health Nurse FTE on this project: 2%	Registered Nurse OAE hearing certification Child Care Health Consultant Certification Associate in Child Development Early Childhood education Certificate

***In addition to this overview, please attach a resume (for current personnel if not previously submitted to First Things First) or a job description (for positions to be hired and not previously submitted to First Things First) for the key individuals involved in the project.**

Attachment E

DISCLOSURE OF OTHER FUNDING SOURCES

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding for the funded program*. Statute ARS 8-1183 provides for a prohibition on supplanting of state funds by First Things First expenditures, meaning that no First Things First monies expended are to be used to take the place of any existing state or federal funding for early childhood development and health programs.

Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	✓ If used for match on this grant
N/A			
TOTAL:			

*Should include only those funds that will support the program detailed the awarded First Things First grant award

Attachment F

FIRST THINGS FIRST STANDARD INFORMATION FORM AND AUTHORIZED RENEWAL SUBMISSION SIGNATURE

A. Agency Information:

Program Name (if applicable) Gila County Early Childhood Screening Program

Agency Gila County Contact Person Paula Horn

Address 5515 S. Apache Ave., Suite 100 Position Health Program Manager

Address _____ Email phorn@co.gila.az.us

City, State, Zip Globe, AZ 85501 Phone 928-402-8813x Fax 928-425-0794

County Gila Employer Identification Number: 86-6000444

Agency Classification: State Agency ☒ County Government Local Government Schools Tribal
Faith Based Other

If any of your agency's vendor information has changed, an updated Substitute W-9 Form is necessary to change payment information.
http://www.gao.az.gov/onlineforms/forms/AZ_subw-9_010410.pdf

In which Congressional (Federal) District is your agency? Enter District # 1
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # 5
<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding (from a Federal Source) will your organization expend in your current fiscal year?

\$ 7,101,400.00

What is your organization's fiscal year-end date? 6/30/2012

Accounting Method: Cash ☒ Accrual

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? **Y N**

Please provide contact information of the audit firm conducting your audit:

Agency Miller, Allen & Co., P.C.

Address 5333 North 7th Street, Suite 100, Phoenix, Arizona 85014

Phone Number (602)264-3888

B. Proposed Program Information / Description:Amount requested: \$56,650.00Service area of proposed program: Gila CountyTarget population of proposed program: 250**Target Service Unit(s) – Lead First Things First Strategy - Developmental & Health Screening**

These are the assigned Target Services Units for your primary strategy award from First Things First. Please indicate the Target Number for each Target Service Unit(s) for the 2011 – 2012 implementation period. **If you are not providing services for a particular Target Service Unit within the assigned Strategy please indicate with “NA”.** Indicating with a “0” indicates that you are providing services but anticipate serving “0” services for that Target Service Unit(s), NA indicates you are not providing services for that Target Service Unit(s).

IMPORTANT: Please find the full listing of First Things First Target Service Unit descriptions loaded in PGMS under Grantee Resources within a folder called Target Service Units.

Total number of children screened for developmental delays to be served: 250Total number of children receiving vision screening to be served: 75Total number of children receiving hearing screening to be served: 50**C. Contact Information**

We strive to make sure our Partners and Grant Management System (PGMS) is always updated with the correct program contact information. Please provide us with updated contact names, addresses, phone numbers, fax numbers, email addresses, etc. for the four (4) designated contact areas in PGMS and we'll confirm the information to be correct in PGMS. Thank You!

Main Contact Information – This should be information for the person designated as the Main contact for this grant award.

Contact Person Paula HornPosition Health Program ManagerAddress 5515 S. Apache Ave., Suite 100City, State, Zip Globe, AZ 85501Email phorn@co.gila.az.usPhone 928-402-8813 x Fax 928-425-0794

Program Contact Information – This should be information for the person designated as the Program contact for this grant award.

Contact Person Same as above

Position _____

Address _____

City, State, Zip _____

Email _____

Phone _____ x _____ Fax _____

Financial Contact Information – This should be information for the person designated as the Financial contact for this grant award.

Contact Person Renee Omstead

Position Accounting Clerk

Address 5515 S. Apache Ave., Ste. 200

City, State, Zip Globe, AZ 85501

Email romstead@co.gila.az.us

Phone 928- _____ x _____ Fax 92842501794

Evaluation Contact Information – This should be information for the evaluation contact person within the grant awarded.

Contact Person Paula Horn

Position Health Program Manager

Address 5515 S. Apache Ave., Suite 100

City, State, Zip Globe, AZ 85501

Email phorn@co.gila.az.us

Phone 928-402-8813 x _____ Fax 928-425-0794

D. Proposed Program Information / Description:

Please make sure the description provided is current and accurate. This program information and description is the public summary First Things First uses to describe your program.

Please provide a **brief** description of the **proposed program** in one or two paragraphs.

The Gila County Office of Health provides developmental screening to children birth through five years of age. We provide a developmental assessment and social-emotional assessment using the Ages and Stages Questionnaire screening tool. Vision screenings are provided using a questionnaire, LEA Symbol Chart for near and far sightedness, and the Lang Stereopsis test. Hearing screenings are provided using the AuDx OAE Hearing Screening System. Parents are informed of the results of the screenings and referrals are completed as necessary. Parents are provided with age appropriate activities for their child, and given ideas to encourage developmental growth. Copies of the screens and results are forwarded to the child's Primary Care Physician with the authorization of the parents.

The goal of the program is to reach the rural populations which have limited services available to them. The screenings are provided in multiple settings including but not limited to: community health fairs, schools, pre-schools, daycares, community or social service agencies and clinics throughout Gila County. We are currently offering developmental and social-emotional screenings through the mail in order to make ease of services for all participants. The screening services are mobile and the screenings can be taken directly to the participants/agencies requesting the services.

E. Authorized Approval and Signature for Renewal Package

Authorized Signature for submission of renewal package including all Attachments and Response to Renewal Questions. This signed submission of renewal package continues the terms, conditions, amendments, standards of practice, target service units, and data, narrative and financial reporting requirements provided by First Things First for this grant award within this document, the original RFGA/agreement and all clarifications.

Authorized Signature: _____ Date _____

Job Title _____